

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

IT MANAGER II - 10587

Salary: \$74,479.20 - \$113,479.20

Announcement Date: May 9, 2007

Revised Date: October 12, 2011

JOB INFORMATION

The IT Manager II is a position used by various agencies throughout the state. This is highly responsible administrative and management work in directing IT operations for an agency having a moderately complex IT operation environment. Employees in this class direct a full range of IT services for departments with moderately complex operations. Work at this level is impacted by a wide variety of factors such as complex applications; multiple platforms; interaction and joint projects between different functional areas and vendors; number of users; remote locations; and supervision of a large staff of technical support, operations, and/or applications and delivery personnel. Emphasis is on providing optimal IT systems and services within budgetary constraints to support the business needs of the agency.

MINIMUM REQUIREMENTS

- Current permanent status as an IT Systems Specialist, Senior or IT Manager I (for the promotional register only)
- Bachelors degree from an accredited* college or university in any field and 10 years of senior level IT experience to include **four** of the following: project management, developing policies and procedures, managing an IT group or function, preparing budgets, strategic IT planning and/or contract or vendor negotiations. Experience must include at least 5 years of **full-time** supervision to include hiring/terminating personnel, conducting performance appraisals, assigning work/projects, and employee counseling.

OR

- Bachelors degree from an accredited* college or university in IT or a related field and 9 years of senior level IT experience to include **four** of the following: project management, developing policies and procedures, managing an IT group or function, preparing budgets, strategic IT planning and/or contract or vendor negotiations. Experience must include at least 5 years of **full-time** supervision to include hiring/terminating personnel, conducting performance appraisals, assigning work/projects, and employee counseling.

NOTE

- **Your application must contain enough information to satisfy the above qualifications. Applications that do not contain the specific information will not be accepted.**

ADDITIONAL REQUIREMENT

- If you would like for your education to be considered, you must submit an **official** college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts, and or information obtained from the internet will NOT be accepted. Applicants who submit an official transcript beginning October 12, 2011, will no longer be required to send additional copies each time they apply.

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the classifications identified above
- An evaluation of **Training and Experience** as shown on application will comprise 100% of the final score for the open-competitive register and 95% of the final score for the promotional register. The remaining 5% of the promotional score will be based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.*

Individuals currently on the register MUST reapply to remain eligible for employment.

Veteran's credits are NOT allowed on promotional examinations.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

***State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.